

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
JANUARY 13, 2017
SMYRNA STATE SERVICE CENTER
9:30 A.M-12:30 P.M**

Members Present: Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Bob Hamilton, Joe Dell'Olio, Mike Norton, Ruth Noriega

Members Absent: Alexis Bryan-Dorsey, Cheryl Mitchell

Chair of Meeting: Neal Tash

Staff Present: Kecia Blackson, Sarah Bowers

Deputy Attorney General Present: Joanna Suder (substituting for Valerie Farnan)

*****BEGIN OPEN SESSION AT 9:40 A.M*****

*****CLOSED SESSION BEGAN AT 9:41 A.M*****

I. PETITION CASES – NOTE: NO CASES WERE PETITIONED FOR 1/13/17 SESSION

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****BEGIN OPEN SESSION AT 9:57 A.M*****

II. APPROVAL OF MINUTES FROM DECEMBER 9, 2016

- The minutes from the December 9, 2016 meeting were reviewed and there was one change requested by Judy Mellen. Section V., Committees, the 2nd bullet point should be deleted. The motion was approved unanimously. A motion was then made to approve the minutes. The motion was approved unanimously.

III. OPERATIONAL ISSUES

A. ELECTION OF OFFICERS: VICE CHAIR AND PERSONNEL OFFICER

- A Motion to nominate Judy Mellen was made and seconded. All members were in favor of the nomination. Judy was elected as Vice Chair.
- A Motion to nominate Bonnie Maull was made and seconded. All members were in favor of the nomination. Bonnie was elected as Personnel Officer.

B. EXECUTIVE DIRECTOR UPDATE

- Kecia Blackson provided the Executive Committee with a Monthly Report hand-out, including graphs of Permanency Goals FY 2017; Various Placements FY 2017; and Barriers to Permanency FY 2017.
- Kecia reported the projected date for CPRB's new web-based system will be sometime in mid-February.
- Kecia reported she is currently working with DFS to partner with the Delaware Criminal Justice Information System (DELJIS) for the collection of criminal conviction data for former foster care children. Acquiring access to DELJIS will allow us to more effectively capture data on recidivism and on criminal justice within the foster care system. Kecia will provide an update at the February meeting.
- Kecia noted that Shirley Roberts, the current Director of DFS, will be retiring in February 2017 and Carla Benson-Green will become the new Director, effective March 2017.
- Neal Tash reiterated the importance of CPRB to maintain solid data so we can support the viability of the agency.

C. VOLUNTEER UPDATE

- Lydia Prigg, Director, Office of Boards and Commissions, called Neal Tash before Christmas informing Neal of a potential new member to the Executive Committee—Robert Cameron. Mr. Cameron was recommended by Rep. Pete Schwartzkopf. **Neal needs to follow up with Lydia for an update on the status of Mr. Cameron and if he is still interested in becoming a member of the Executive Committee.** Mr. Cameron would replace Martha Brooks if he decides to join.
- Kecia Blackson reported a Basic Training session for three new volunteers is scheduled for February 1, 2017.

D. POLICY MANUAL UPDATES

- Barbara Blair detailed to the Executive Committee extensive updates to the CPRB Policy Manual.
- **Sarah Bowers noted each of the updates and will send out an updated Policy Manual for review the week of 1/23/17.**

E. STRATEGIC PLAN

- Detailed discussion of the initial draft of Action Items has been tabled until the February meeting.

IV. COMMITTEES

- Judy Mellen provided the Executive Committee a hand-out of a draft "Marketing piece", to be used for community outreach and legislative efforts. The draft was reviewed and changes were requested to the draft. **Judy will make the changes and send out an updated draft.**

- Kecia Blackson recommended to the Marketing sub-committee to make the “Marketing piece” as generic as possible so it can be used for several years. Statistics can always be updated with an insert to the marketing piece.
- Joe Dell’Olio noted his concern with the total number of volunteer hours mentioned on p.1 of the Marketing piece. Joe felt 1,000 hours was too low, and not an impressive number to report. The Executive Committee agreed with Joe and Judy will reword the paragraph and delete “1,000”.

Action Items

- **Kecia will determine if attendance records for members of the Executive Committee are maintained.**
- **Kecia will update the CPRB Policy Manual regarding Sections IV and V.**
- **Sarah will add to February’s Agenda Policy Manual updates to Sections IV (Staff) and V (Conducting Independent Reviews).**
- **Sarah will incorporate the Policy Manual changes noted by Barbara during the 1/13/17 meeting, and will send out an updated Policy Manual for review the week of 1/23/17.**
- **Kecia will follow-up with Monique Hampton, of Boards & Commissions, to get a status update of potential volunteers in the queue and report back to the Executive Committee at a later date.**
- **Sarah will set up an account with Volunteer Match in January 2017.**
- **Kecia will send to Barbara the Strategic Plan outline before the next Executive Committee meeting.**
- **Executive Committee to finish and distribute the Strategic Plan.**
- **Kecia will review Section IV of the Policy Manual with CPRB staff prior to the Executive Committee meeting to identify any necessary changes to that section.**
- **Judy will make changes to the draft “marketing piece”, based upon input from the 1/13/17 meeting, and will send out an updated draft by 1/20/17.**
- **Cheryl will Chair a 2-3 person sub-committee to identify ways to enhance Annual Meeting attendance.**
- **Joe will monitor progress on using Skype for our reviews.**

- Joe recommended the new DFS Director, Carla Benson-Green, attend one of our Executive Committee meetings in 2017. (Note: Carla starts as Director in March).
- Joe will facilitate a proposal to establish a CPRB Scholarship Foundation.
- Kecia will create a mechanism to collect data about retention and graduation rates for our Scholarship recipients.
- Kecia will develop a formal process regarding criteria and expectations for Scholarship applicants, including financial need.
- Kecia will develop a series of Webinars for new panel members to view prior to basic training.
- Kecia will develop a training schedule for CPRB staff.
- Kecia will develop a system to track volunteer training and absenteeism.
- Kecia will reach out to DFS regarding timely Interested Parties submissions to ensure the 30-day schedule can go out on time.
- Kecia is working on a CPRB newsletter to promote our advocacy efforts, training opportunities, and highlight the good work our volunteers and staff are doing.
- Kecia will work with Carla Benson-Green, Deborah Flad and Tom Mraz to have DFS data directly populate into our server on a weekly basis. This extends to working with DFS about obtaining outcomes for kids in care.
- Kecia will include the Executive Director's Monthly Report along with the Executive Committee monthly mailing prior to the next Executive Committee.

****THE MEETING CONCLUDED AT 12:15 P.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON JANUARY 13, 2017*